500-121-8260-A/pt.2

PROCESS CAP III ASSIGNMENTS (LOSING COMMAND) PART II PREPARE DLOS CARDS

TEC Lesson 500-121-8260-A

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STUDENT/SUPERVISOR INSTRUCTIONS, PRE-TEST/POST-TEST, AND ANSWER KEY ARE CONTAINED IN THIS BOOK

MAY 1985

READEX best copy available

READ THE STUDENT/SUPERVISOR IN-
STRUCTIONS CAREFULLY. BE SURE
YOU UNDERSTAND THEM COMPLETELY
BEFORE BEGINNING THE LESSON.
PLEASE DO NOT WRITE IN THIS BOOK.

The words "he," "his," and "men," when used in this publication, represent both the masculine and feminine genders, unless otherwise specifically stated.

TYPE OF LESSON

- Personnel

AUDIENCE

- MOS 75C
- Skill level 1/2

TRAINING OBJECTIVES

Soldiers completing this lesson should be able to:

- determine the service member's date of departure.
- prepare DLOS cards IAW DA Pam 600-8-10.

MATERIAL/EQUIPMENT/PERSONNEL REQUIRED

- Lesson materials: Lesson book
- Pen or pencil
- DLOS CARDS

TIME REQUIRED

- Individual: 1.5 hours
- Group: 1.5 hours

REFERENCES:

- FM 75C1/2 (Task 121-016-1211)
- DA Pam 600-8-10

STUDENT INSTRUCTIONS

- Prerequisite: Before taking this lesson, you should have successfully completed TEC lesson 500-121-8259-A, Process CAP III Assignments (Losing Command) Part I.
- Take the Pretest/Posttest. If you pass, you do not have to take the lesson.

STUDENT/SUPERVISOR INSTRUCTIONS

- Make sure you have the material required to complete the lesson.
- Take the lesson. Use a separate sheet of paper and/or other appropriate materials for the exercises. Do not write in this book.
- When you complete the lesson, take the Pretest/Posttest again. If you do not pass, take the lesson again.

SUPERVISOR INSTRUCTIONS

- Make sure students have completed the prerequisite listed in the Student Instructions.
- Administer the Pretest/Posttest to determine the need for the lesson. Responses to test questions must be made on a separate sheet of paper and/or on other appropriate materials, not in the lesson book. To pass the test, a soldier must score at least 16 points.
- Make sure students have the material required to complete the lesson.
- Administer the lesson to students who do not pass the Pretest/Posttest. Remind them to write their responses to the exercises on a separate sheet of paper and/or on other appropriate materials and not in the lesson book.
- Administer the Pretest/Posttest to the students who complete the lesson. Students who do not pass must take the lesson again.

TEC LESSON 500-121-8260-A

PROCESS CAP III ASSIGNMENTS
(LOSING COMMAND)
PART II

PREPARE DLOS CARDS

This test consists of two situations that cover every training objective of the lesson. These situations have a total value of 20 points. When you have completed the test, check your answers against the Pre-test/Post-test Answer Key on pages 16 and 17. If you do not score at least 16 points, you must take the lesson-or take it again if you have already taken it. Write your responses on a separate sheet of paper and/or on other appropriate materials. Do not write in this book.

TRAVEL AND TRANSPORTATION CHART

FORT ATTERBURY, IN TO _____	MILES
*TRAVIS AIR FORCE BASE, CALIFORNIA _____	2,608
**MCGUIRE AIR FORCE BASE, NEW JERSEY _____	759
FORT SAM HOUSTON, TEXAS _____	1,111
FORT LEE, VIRGINIA _____	756
ABERDEEN PROVING GROUND (APG), MARYLAND _____	713
FORT KNOX, KENTUCKY _____	100
FORT LEE, VIRGINIA TO _____	MILES
**MCGUIRE AIR FORCE BASE, NEW JERSEY _____	300
ABERDEEN PROVING GROUND (APG), MARYLAND TO _____	MILES
**MCGUIRE AIR FORCE BASE, NEW JERSEY _____	148

* POINT OF EMBARKATION TO TOKYO, JAPAN
** POINT OF EMBARKATION TO FRANKFORT & GIESSEN, (GERMANY)

MILEAGE CHART

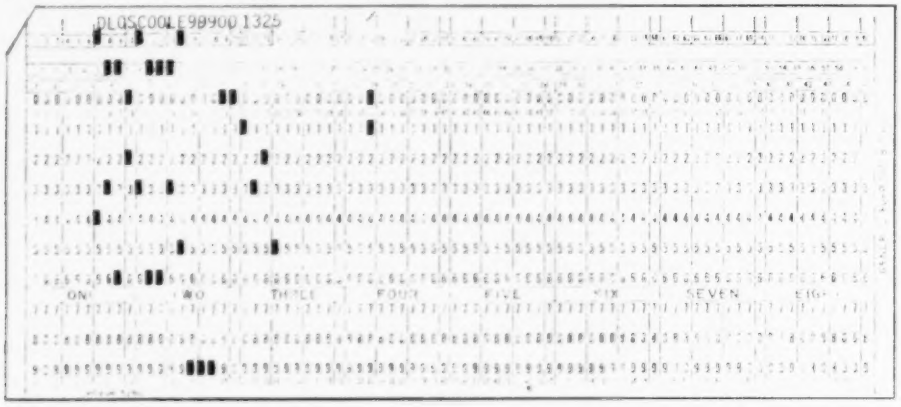
1-450	=	1 day
451-750	=	2
750-1050	=	3
1051-1350	=	4
1351-1650	=	5
1651-1950	=	6
1951-2250	=	7
2251-2550	=	8
2551-2850	=	9

PRETEST/POSTTEST

Situation 1.

SSG Bruce A. Cooley, SSN 999-00-1325, currently stationed at Fort Atterbury, Indiana is ordered Permanent Change of Station (PCS) to Fort Knox, Kentucky. He requests 14 days leave prior to reporting for duty at Fort Knox on 19 September 1994. Today's date is 11 August 1994. Your originator code is 99. SSG Cooley's eligibility code is XX.

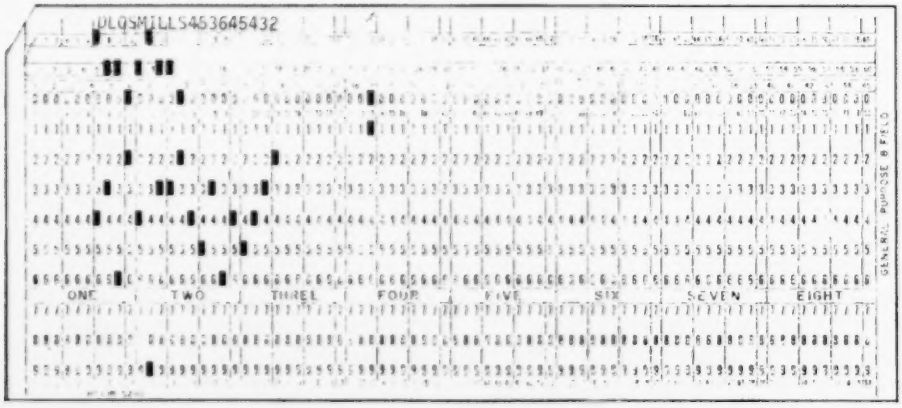
Refer to the Mileage and Travel and Transportation Charts on page 3, determine his anticipated date of departure, and prepare the service member's date of loss DLOS card for the keypunch operator.



Situation 2.

SFC Nancy Jane Mills, SSN 453-64-5432, currently stationed at Fort Atterbury, Indiana, is ordered permanent change of station (PCS) to Fort Sam Houston, Texas. She is to report 9 September 1994. She requests and is granted 7 days leave. Today's date is 11 August 1994. Your orginator code is 99. SFC Mills' eligibility code is XX.

Refer to the Mileage and Travel and Transportation Charts of page 3, determine her date of departure, and prepare her DLOS card for the keypunch operator.



INTRODUCTION

Our Army is very large, and thousands of soldiers move throughout the world each month. It is easy to see that such a large turn-over of people is hard to really keep track of without a well managed "assignment" system. Instructions concerning the movement of service members are received by personnel offices in the form of CAP III Assignment Rosters. CAP III means "Centralized Assignment Procedures, Third Generation." The Third Generation refers to a complex series of computer systems which assist the assignment system.

Assignment is a very important event in each and everyone's career. It places a soldier in a specific unit at a specific location. CAP III assignments are generated world-wide for all soldiers going from one station to another. As a 75C Personnel Management Specialist, you will be responsible for servicing personnel to ensure that they are assigned properly and in a timely manner to their next duty stations.

TEC LESSON

When you receive a CAP III Roster, it will be accompanied with a few computer cards which contain rows of numbers and many tiny holes. (The holes are what the computer needs to "read" the cards.) There will be one of these cards (shown on page 7) for each soldier listed on the CAP III Roster. They are called the "date of loss cards," or simply "DLOS Cards."

You are going to write "messages" on these cards. These "messages" may be called notations. One important notation which you must write on each card has to do with your determination of the soldier's eligibility for assignment. This you learned to do in a previous lesson (500-121-8259-A, Process CAP III Assignments, Losing Command, Part I). The soldier's eligibility for assignment can also be determined by DA Pam 600-8-10. When all necessary notations are written on the DLOS card, it is said to be "completed."

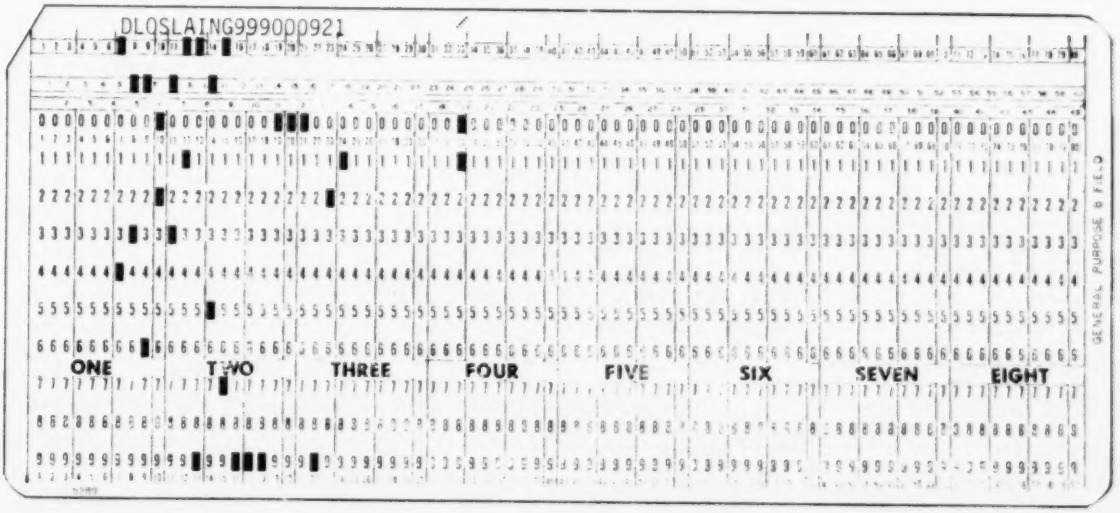
A keypunch operator will receive your DLOS cards once you are through with them. The operator will "punch" holes in these cards according to what you have noted on each card. The information that you post on these DLOS cards must be provided precisely, accurately and in a special manner. This action will be described further on in this lesson.

To calculate and make your notations on the DLOS card you will need to get information from the CAP III Roster, from the Reassignment Notification DF, and from its attached check sheets.

For this lesson, assume that all the given information is correct. In the "real world," however, you would double check the Assignment Instructions and the Security Clearance information along with other items.

Shown below is a DLOS card for reporting an anticipated date of loss to the Standard Installation/Division Personnel System (SIDPERS) Assignment Instructional File (SAIF), to the SIDPERS Personnel File (SPF), and to Headquarters, Department of the Army (HQDA). Preprinted information on the card includes the following.

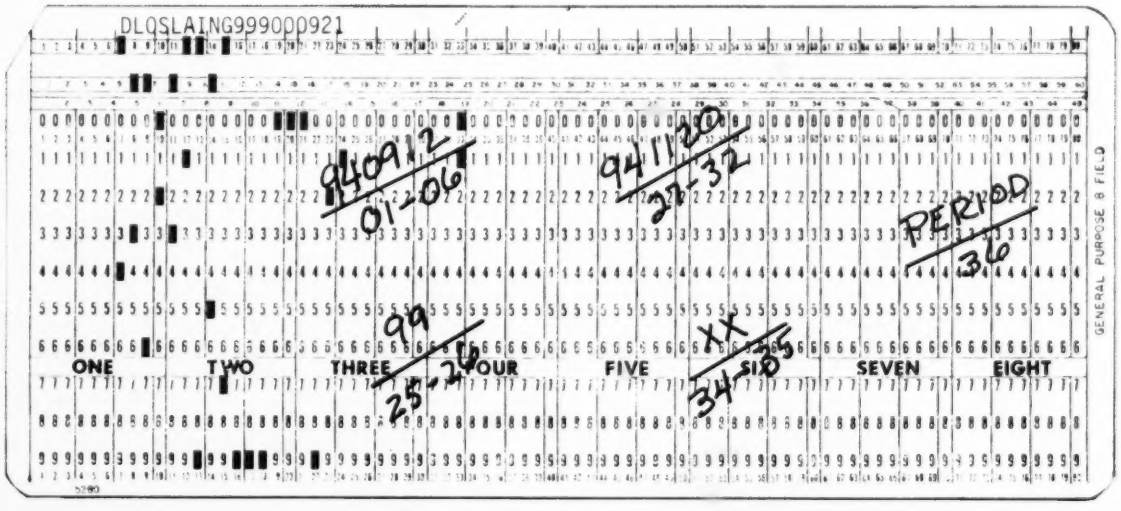
1. The transaction mnemonic, "DLOS," in columns 07 through 10.
2. The first five letters of the name of the soldier in columns 11 through 15.
3. The soldier's social security number (SSN) in columns 16 through 24.
4. A slash "/" in column 33.



TEC LESSON

You, as the Personnel Management Specialist assigned to prepare a soldier's DLOS card, will mark on information that eventually will be keypunched into the card. The five, column groupings are described below, followed by a sample card.

Above the notations for:	Is/are:
Columns 1 through 6	the date, shown as YYMMDD, that the particular DLOS card was prepared.
Columns 25 and 26	the Originator Code, letters which identify the unit, and the clerk who processed the DLOS card.
Columns 27 through 32	the date, shown as YYMMDD, the servicemember is anticipated departing his duty station (his DLOS date). The procedure for computing this is described on page 9.
Columns 34 and 35	a two-letter code showing the soldier's eligibility, or ineligibility, for assignment. The codes are found in DA Pam 600-8-10. (In this lesson "XX," which denotes eligible, will always be used. A two-letter code, such as GN, would denote ineligible and the reason for the ineligibility.)
Column 36	the word "PERIOD," or a "." which signifies to the keypunch operator the end of the transaction.



TEC LESSON

Computing Date of Loss (DLOS)

Assume that Sergeant Forrest R. Laing, SSN 999-00-0921, who is currently stationed at Fort Atterbury, IN, has received orders reassigning him to Fort Lee, VA, and that he is to report no later than 12 December 1994. Assume further that SGT Laing has requested, and has been granted, 20 days leave to be taken enroute his new duty station.

If you had been the Personnel Management Specialist assigned on 12 September 1994 to prepare SGT Laing's DLOS card, listed below are the steps you might have taken. (Assume an originator code of 99.)

1. Post date soldier is to report to new assignment: 941212

2. Figure travel time allowed for the distance involved according to the Travel and Transportation and the Mileage Charts on page 10: 756 miles = 3 days

   a. Leave time granted: + 20 days

   b. Total for travel and leave time: 23 days (-)23 days

3. In order to subtract a larger number, 23 days from a smaller number, 941212, a mathematical adjustment must be made through borrowing from the previous month (November has 30 days) and adding the total to the "days" portion of the Reporting Date:

```
941142
 (+)30 days
941212
```

4. Substitute the adjusted YYMMDD for the actual reporting date and subtract the total days for leave and travel time:

```
941142
 (-)23 days
941119
```

5. Whenever a soldier's orders do not specify a reporting date and time, the dates involved in these computations are considered "inclusive dates." You make an adjustment for inclusive dates by adding back one day:

```
941119
 (+)01 day
941120
```

6. The answer you end up with in Step 5 is the YYMMDD of a soldier's anticipated departure date, or date of loss (DLOS): 941120

TRAVEL AND TRANSPORTATION CHART

FORT ATTERBURY, IN TO	MILES
*TRAVIS AIR FORCE BASE, CALIFORNIA	2,608
**MCGUIRE AIR FORCE BASE, NEW JERSEY	759
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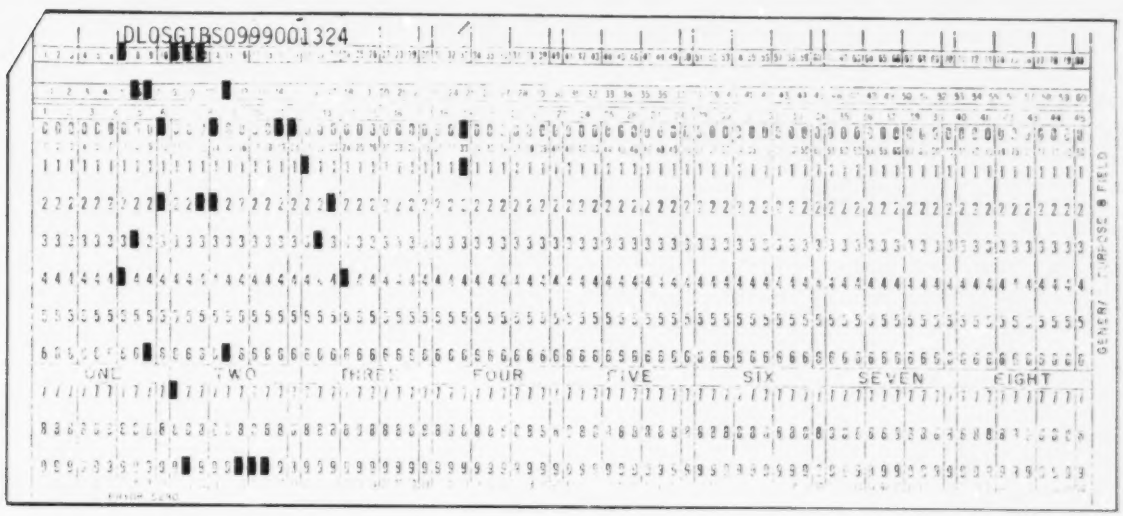
2551-2850	=	9

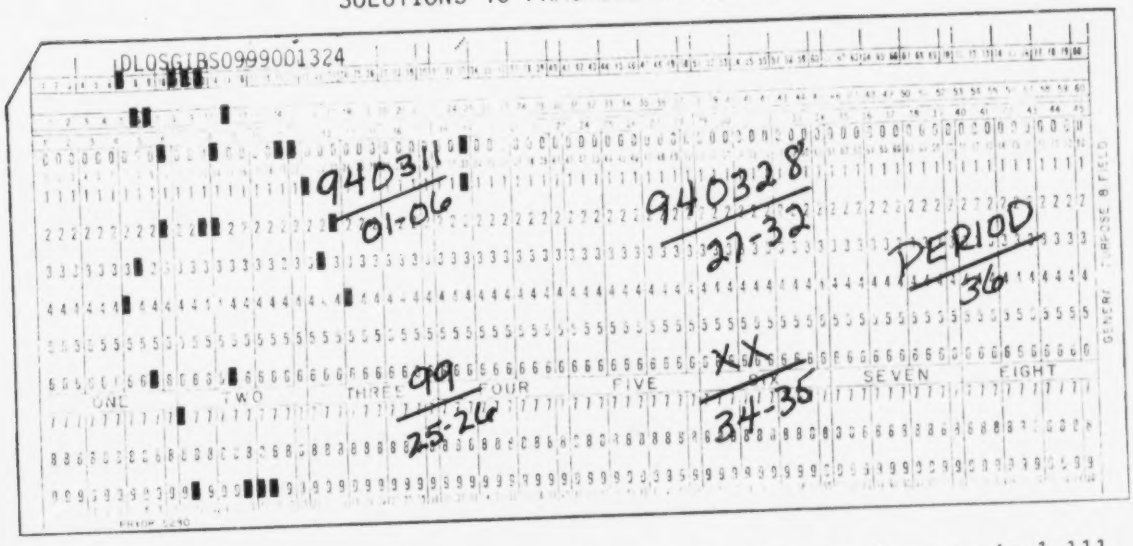
PRACTICE EXERCISE 1

SFC Gibson received orders to depart Fort Atterbury for reassignment to Fort Sam Houston. He has received permission to take 14 days leave before reporting to his assigned unit on 14 April 1994. Today's date is 11 March 1994. Your originator code is 99 and SFC Gibson's eligibility code is XX.

Use the Mileage and Transportation Charts on page 10, determine his anticipated date of departure, and annotate his DLOS card for the keypunch operator.



SOLUTIONS TO PRACTICE EXERCISE 1



According to the Travel and Transportation Chart, Fort Sam Houston is 1,111 miles distant from Fort Atterbury. By referring to the Mileage Chart you find that SFC Gibson's allowable travel time is four days.

Solution:

Reporting date: 940414
Less Total of leave and travel time (14 + 4): (-)18 days

Mathematical adjustment through borrowing days (31) from the previous month..... 940345
(+)31 days
940414

to permit subtraction of leave and travel time: 940345
(-)18 days
940327

Plus adjustment for inclusive dates: 940327
(+)01 day
940328

Date of Loss card entry:

Note: The same method of determining the DLOS of a service member is used when a deferment or a deletion is required. During wartime, a Losing Assignment Response (LAR) card for reporting a deferment, a deletion or an anticipated date of loss is figured in the same manner as the peacetime DLOS.

You should now be ready for the Self-Evaluation Exercise.

Exercise 1:

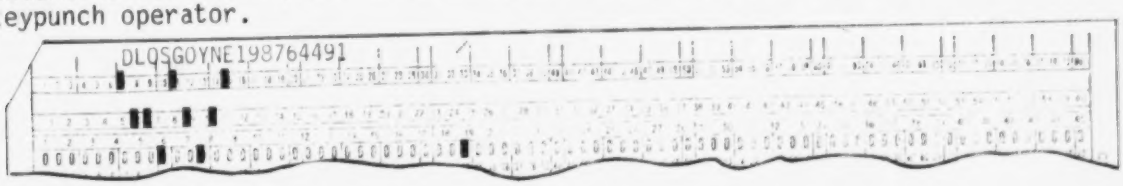
PFC Suzanas Ann Tanti, SSN 999-78-5362, currently stationed at Fort Atterbury, IN, is being reassigned to Fort Sam Houston, TX. She is to report 16 May 1994. Today's date is 14 April 1994. Your originator code is 99. PFC Tanti's eligibility code is XX.

Refer to the Mileage and Travel and Transportation Charts on page 10, determine her date of departure, and post her DLOS card for the keypunch operator.

Exercise 2:

SFC Evelyn Mae Goyne, 198-76-4491 is ordered from Fort Atterbury, Indiana PCS to Travis Air Force Base, California. She requests and is granted 20 days leave prior to reporting for duty to Travis Air Force Base on 16 May 1994. Today's date is 14 April 1994. Your originator code is 99. SFC Goyne's eligibility code is XX.

Refer to the Mileage and Travel and Transportation Charts on page 10, determine her anticipated date of departure, and prepare her DLOS card for the keypunch operator.

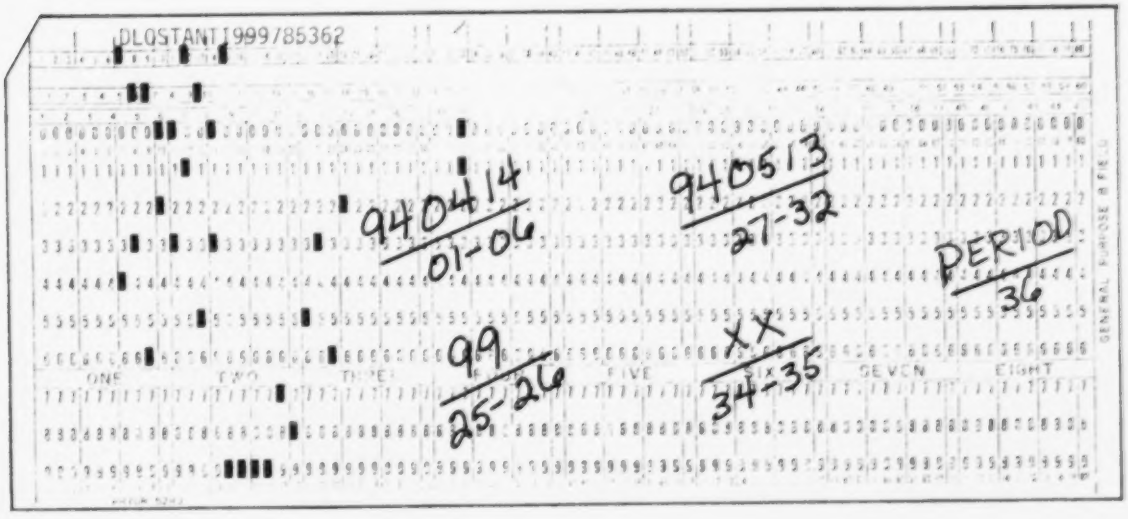


ANSWERS TO SELF-EVALUATION EXERCISE

Exercise 1:

The distance from Fort Atterbury to Fort Sam Houston is 1,111 miles. The Mileage Chart allows four days travel time for that distance.

Reporting date:	940516
Less travel time:	(-)04 days
(No leave was requested)	940512
Plus one day adjustment for inclusive dates:	940512 (+)01 day 940513
DLOS card entry:	940513

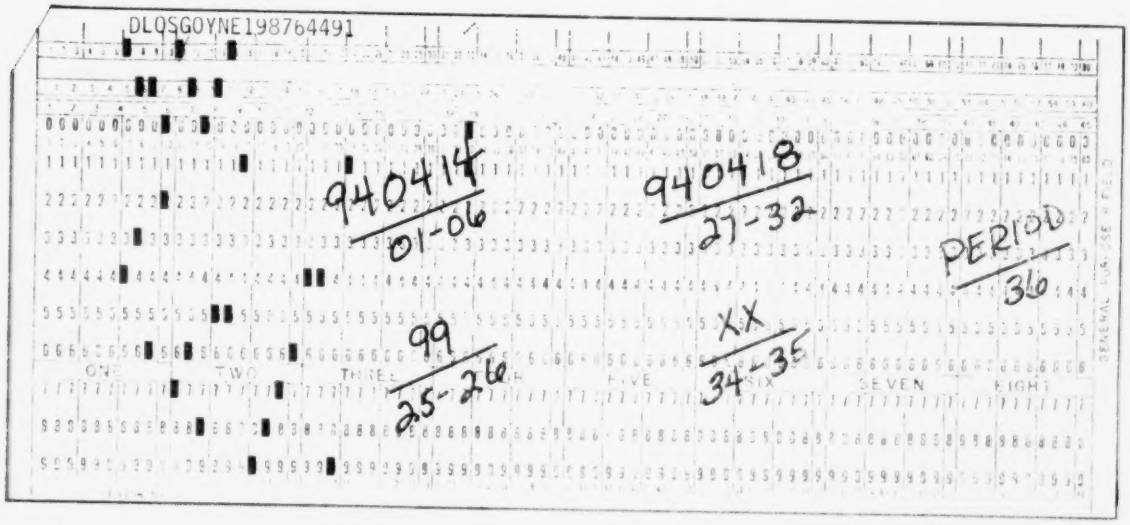


ANSWERS TO SELF-EVALUATION EXERCISE

Exercise 2:

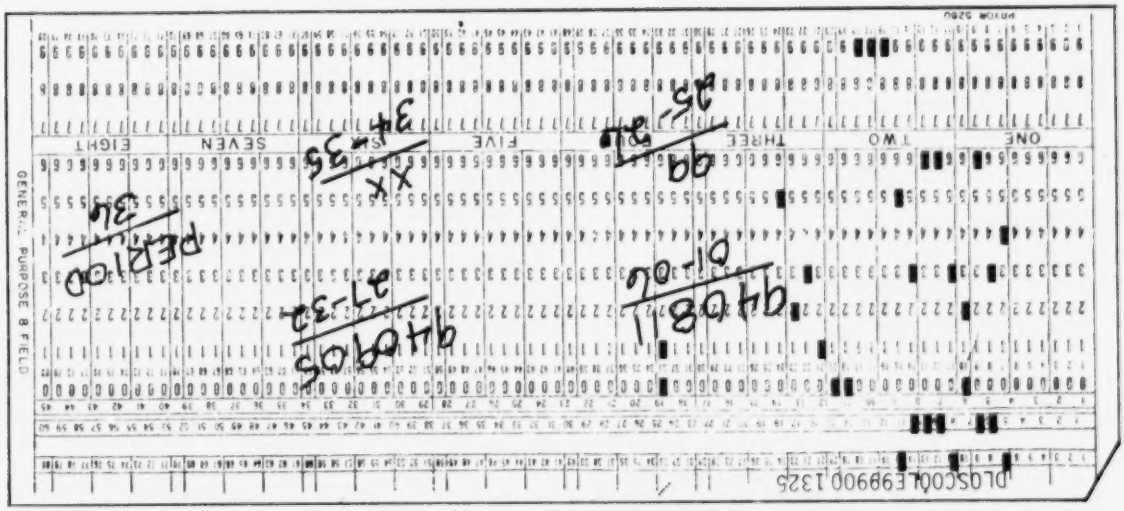
The distance from Fort Atterbury to Travis Air Force Base is 2,608 miles. The Mileage Chart allows nine days travel for that distance.

Reporting date:	940516
Less travel (9 days) and leave (20 days) time:	(-) 29 days
Mathematical adjustment through borrowing days (30) from the pervious month.....	940446 (+)30 days 940516
to permit subtraction of leave and travel time:	940446 (-)29 days 940417
Plus adjustment for inclusive dates:	940417 (+)01 day 940418
DLOS card entry:	940418



PRETEST/POSTTEST ANSWER KEY

Each part of an answer has a value of one point. The total possible score is 20 points. A passing score is 16 points or more. Score one point for each correct entry above the line, and one for each correct entry below the line.



Situation 1.

DLOSMJLLS4536454321
GENERAL PURPOSE B FIELD
ONE
TWO
THREE
FOUR
FIVE
SIX
SEVEN
EIGHT
94 0811
01-06
94 0830
27-32
PERIOD
30
XX
94-35
99
23-26

Situation 2.